

2006 CACFP Center Workshops

POST NEAR YOUR CALENDAR FOR REFERENCE

"Steps to CACFP Success" Workshop

Reference Manual: "CACFP Record Keeping Manual for Centers, Iowa CACFP, 10 Steps to Success in the CACFP."

Workshop Hours	Session Topics	Description	Who should attend
8:15 – 8:30	Introduction to CACFP Participation	Reviews your responsibilities for participating in CACFP and helps you identify your organization type. Reference: Chapter 1.	Current and potential CACFP workshop participants.
8:30 – 9:30	Menu Planning	Reviews the basics of CACFP meal patterns, creditable foods, menu planning, and meal service styles. Reference: Chapter 2.	Center food service personnel responsible for planning, purchasing, preparing and serving meals; center directors; and board members.
9:45 – 11:00	Food Production Records	Explains how to use the "Food Buying Guide" complete food production records, and purchase food to meet CACFP meal pattern requirements. Reference: Chapter 2.	Center food service personnel responsible for purchasing, preparing and serving meals; center directors; and board members.
11:00 – 11:30	Lunch (for everyone not operating an Emergency Shelter Program)		
11:00 – 11:30 (11:30 – 12:00)	Emergency Shelter Programs (Lunch: Emergency Shelter Programs)	Explains requirements for Programs providing service to homeless families with children to participate in CACFP. Reference: Appendix A.	Emergency Shelters: New center directors, board members, organizations wanting to participate in CACFP, staff members responsible for CACFP recordkeeping.
11:30 - 3:00	CACFP Requirements for Participation	Explains required CACFP records: income applications, meal counting and claiming, financial reports, on-line claim procedures, Program supervision, training, recordkeeping, civil rights, and requirements for Sponsors of centers. Reference: Chapters 3-10 and Appendix B.	New center directors, board members, organizations wanting to participate in CACFP, staff members responsible for CACFP daily recordkeeping, monthly reports and income eligibility applications.
3:15 – 4:30	Infant Feeding in CACFP	Reviews the CACFP organizations' requirements/guidelines for feeding and claiming infant meals. "Feeding Infants: A Guide for use in the Child Nutrition Programs" will be reviewed. Reference: Appendix C.	Center food service personnel responsible for purchasing, preparing and serving infant meals, center directors, and board members.

"Steps to CACFP Success" Workshop Dates and Location:

9/13/05 Des Moines and ICN sites: Ames, Audubon, Burlington, Carroll, Cedar Rapids, Cylinder, Dubuque, Fontanelle, Tuesday
Keokuk, Osceola, Ottumwa, Red Oak, Sioux City, Storm Lake, Waverly

12/14/05 Des Moines and ICN sites: Albia, Algona, Atlantic, Cedar Falls, Charles City, Davenport, Denison, Fort Dodge, Wednesday
Iowa City, Orange City, Tama

3/8/06 Des Moines and ICN sites: Carroll, Clinton, Council Bluffs, Creston, Iowa Falls, Mason City, Mt. Pleasant, Wednesday
Ottumwa, Waterloo, West Union

6/13/06 Des Moines and ICN sites: Cedar Rapids, Chariton, Clarion, Corning, Decorah, Dubuque, Marshalltown, Tuesday
Missouri Valley, Sac City, Sheldon, Washington

9/12/06 Des Moines and ICN sites: Burlington, Carroll, Council Bluffs, Elkader, Grinnell, Iowa City, Lamoni, LeMars, Tuesday
New Hampton, Spencer, Webster City

Free & Reduced-price Application Q&A and CACFP Application Renewal Q&A

Description: Reviews the basic procedures and common questions regarding free and reduced-price applications. The second part of the workshop will review the CACFP application renewal process.

Who should attend: Center directors, board members, staff members responsible for CACFP applications and income applications. Participants can register for one or both of the workshops.

Workshop Hours: Income Applications: 8:30 a.m. - 10:30 a.m. CACFP Application Renewal: 10:45 a.m. – 12:45 p.m.

Workshop Date and Location:

8/9/05 Des Moines and ICN sites: Burlington, Carroll, Cedar Rapids, Council Bluffs, Creston, Davenport, Decorah, Dubuque, Tuesday
Emmetsburg, Fort Dodge, Grinnell, Mason City, Sheldon, Sigourney, Sioux City, Waterloo

8/2/06 Des Moines and ICN sites: Cedar Falls, Clinton, Clarinda, Columbus Junction, Council Bluffs, Decorah, Dubuque, Wednesday
Fairfield, Greenfield, Humboldt, Iowa City, Jefferson, Marshalltown, Mason City, Mt. Airy, Orange City, Oskaloosa, Sioux City

2006 CACFP Workshops

General Information

The 2006 CACFP Workshops listed on the other side are sponsored by the Bureau of Nutrition Programs and School Transportation (BNPST) and are designed for CACFP center staff, board members of non-profit center organizations, and owners of for-profit organizations.

Cost:

There is no charge for these CACFP workshops.

Description of "Steps to CACFP Success":

"Steps to CACFP Success" is a new CACFP workshop combining Menu Planning, Food Production Records, Emergency Shelters, CACFP Recordkeeping, and Infant Feeding in CACFP. You may register for one or all sessions. If you are new to CACFP, you are required to attend the full day workshop but attending the Infant Feeding in CACFP is optional if you do not have infants enrolled in your center.

How to Register:

Please register using the registration form by mail, fax, phone, or e-mail. ICN site locations may be subject to change. An ICN site will be cancelled if there are no registrations for the ICN site 8 days prior to the workshop.

The Day of the Workshop:

***NOTE:** Plan to arrive 15 minutes prior to the start of the workshop.

Lunch

There will be a lunch break during the daylong workshops, consider bringing a sack lunch because of the short lunch break and since the ICN location may not be near a food source.

Room Temperature

The room temperature varies from one ICN site to another, so we suggest dressing in layers of clothing so you can adjust for your comfort.

Your Responsibilities as a Workshop Participant:

ICN sites are not generally supervised by BNPST consultant staff, so please be courteous to other workshop participants by turning off cell phones and avoiding side conversations during the workshop.

You are responsible for learning about your organization's responsibilities for participation in CACFP and sharing the requirements with Board Members and staff when you return to your center.

Certificate:

You must sign the attendance record when you arrive at the workshop. Following the workshop, you will receive a certificate indicating your attendance at the CACFP workshop.

Watch your mail or our WEB site for additional summer 2006 CACFP workshops:

(There are registration fees for these workshops.)

Infant Nutrition

June 29, 2006

sponsored by WIC and CACFP

Preschool Nutrition

June 30, 2006

sponsored by WIC and CACFP

CACFP Food Service Short Course

July, 2nd Tuesday/Wednesday 2006 (Tentative dates.)

sponsored by CACFP